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| |  | | --- | | Description: C:\Users\HP\AppData\Local\Temp\passport.jpg |     ***CURRICULUM VITAE***    **ANTHONY** [**ANTHONY.363470@2freemail.com**](mailto:ANTHONY.363470@2freemail.com)    **PERSONAL DATA**  **NATIONALITY:** Nigeria  **DATE OF BIRTH:** 12th March, 1989  **MARITAL STATUS:** Married  **SEX:** Male  **OBJECTIVES:** To strive for excellence and precision at all times, in all positions and circumstance, attaining professional distinction and proficiency.    **ACADEMIC PROFILE**  **INSTITUTION ATTENDED WITH DATE AND QUALIFICATIONS**  NNAMDI AZIKIWE UNIVERSITY AWKA (UNIZIK) B.Sc. Accountancy  ANAMBRA STATE NIGERIA .**2009- 2012 Degree** ResultAttested  NNAMDI AZIKIWE UNIVERSITY AWKA (UNIZIK) National Diploma Accountancy  ANAMBRA STATE NIGERIA.**2007-2009 Diploma** ResultAttested  AUNTY YEMI ACADEMY SECONDARY SCHOOL, West Africa Senior Secondary  IKOTU EGBE LAGOS NIGERIA. **2002-2007** Certificate Examination **(WASSCE)** Attested    UDOKA PRIMARY SCHOOL AWKA, First School Leaving Certificate  ANAMBRA STATE NIGERIA, **1993-1998**  **(FSLC)** |

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| **WORKING EXPERIENCE**  **EMPLOYER:** Toysab Technical Company Nigeria Limited Ikosi Ketu, Lagos.  **DESIGNATION:** Account Clerk September 2005 to August 2007.  **RESPONSIBILITY:** Maintaining Company’s day Delivery Book.  **EMPLOYER:** Iyaji Commercial Sec. School Abejukolo, Omola L.G.A kogi state Nigeria  **DESIGNATION:** National Youth Service Corp (N.Y.S.C) March 2013 to February 2014.  **RESPONSIBILITIES:** Educating Young Pupils on Financial Accounting, Commerce & Economics.  **EMPLOYER:** Sterling Bank Plc. Airport Road Lagos Nigeria.  **DESIGNATION:** Relationship Officer (Mar, 2014 to Mar.2015)  **RESPONSIBILITIES:** Marketing Sterling Bank Product.  **EMPLOYER:** Fidelity Bank Plc. Enuowa Lagos Island Nigeria.  **DESIGNATION:** Relationship Officer (Mar, 2015 to August 2015) **RESPONSIBILITIES:** Marketing Fidelity Bank Current and Savings Account Product.  **EMPLOYER:** Emevick Travels & Tour Int’l Nigeria Limited.  **DESIGNATION:** Business Manager & Accountant (August 2015 to December 2015) **RESPONSIBILITIES:** Maintaining the company’s Books of Account and reconciling its daily Banks Statement.  **EMPLOYER:** Bin Shafar Contracting LLC. Dubai UAE.  **DESIGNATION:** Document Controller (June 2016 Till Date)  **RESPONSIBILITIES:** Maintaining the books and records of the company using computer APP.   * Preparing submittals and filing documents to their respective files. * Answerable to my projects manager and consultant. * Preparing the voucher on material Received from the subcontractors. * Sending mails regarding on the responds from the project consultant to   the concerned persons and preparing daily construction Report with pictures.  **HOBBIES**  Reading News Paper and Business Daily Times  **SKILL**  Proficiency in Microsoft word and Excel.  **PERSONAL ABILITIES AND QUALITIES**   * Fully Competent to Undertake Responsibilities Assigned to me with Utmost Transparency, Integrity and Accountability. * A good team Player and Efficient time manager. |